



MAINTENANCE SUPERINTENDENT JOB DESCRIPTION

General Summary

The Maintenance Superintendent will provide and oversee all mechanical maintenance, janitorial and grounds care for the property to ensure the best living standards possible for the residents of the building by providing a safe and sanitary environment.

Major Duties

1. Provides daily supervision and assigns work to all Trinity employees and third-party maintenance, janitorial and grounds employees.
2. Creates, maintains and executes preventative maintenance schedules.
3. Provides general plumbing, electrical, carpentry, painting and HVAC repairs throughout the property.
4. Performs necessary work orders and documents necessary information on work order forms.
5. Ensures all work orders are responded to and closed in Yardi within a reasonable time frame.
6. Follows up with residents to ensure work orders were completed to their satisfaction.
7. Develops and participates in an emergency on-call schedule.
8. Remains on-call 24/7 in the event of a major emergency that cannot be managed by the employee on-call. Responds to the property within 30 minutes in the case of such an emergency.
9. Prepares property and units for all necessary inspections, including move-in, move-out and state inspections.
10. Reports major emergencies or incidents to the Property Manager, Regional Director and corporate office and completes and submits Incident Reports immediately.
11. Maintains all major site equipment such as boilers, elevators, snow removal and landscaping equipment.
12. Oversees and prepares vacant apartments for move-in, usually within 5 days.
13. Obtains necessary bids for outside vendors, oversees such contracted vendors and ensures work is completed on time and to the satisfaction of the Trinity standards.
14. Maintains valid contracts with third-party vendors.
15. Coordinates, participates in and oversees all seasonal maintenance work such as landscaping and snow removal.
16. Oversees capital projects as needed.
17. Maintain necessary maintenance logs.

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18. Manages inventory supplies for the maintenance department and orders supplies as needed.
19. Maintains the workshop, utility room(s) and mechanical rooms (i.e., ensures the rooms are clean, orderly, safe; equipment is operating at peak efficiency; and cleaning supplies and repair parts are sufficiently stocked).
20. Reviews, adjusts and approves payroll for all maintenance, janitorial and grounds employees.

This Job Description assumes that the property also employs Maintenance Technicians, Porters and Groundskeepers either as Trinity employees or as third-party vendors. If that is not the case, the Maintenance Superintendent is also responsible for all such duties as outlined in the Maintenance Technician, Porter and Groundskeeper Job Descriptions.

This is a general Job Description for this position. There will be times when the job responsibilities may be modified or additional duties may be assigned.

Supervision Exercised

Responsible for overseeing all maintenance, janitorial and grounds work as completed by Trinity employees and third-party vendors.

Supervision Received

Works under the general supervision of the Property Manager and Senior Maintenance Superintendent (when applicable) who outline general policies. Performs regular duties both under the direction of the Property Manager and Senior Maintenance Superintendent and independently using own technical knowledge and judgment. Alerts Supervisor to serious problems of non-compliance and policy issues or staff issues. Work is reviewed through regular meetings, records, public feedback and Regional Director's feedback.

Special Requirements

A valid driver's license is required for all sites in which a Company vehicle will be operated.

Tools and Equipment Used

Motorized vehicles, power and hand tools and equipment for snow removal, carpentry, painting, plumbing, and minor electrical work. Janitorial tools including floor buggers, steam cleaners, washers, vacuums, mops and brooms. General office supplies such as a phone, portable radio, calculator, computer, copy machine, printer and fax machine.

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Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to walk, stand, sit, talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools or controls and reach with hands and arms. The employee is required to climb or balance, stoop, kneel, crouch or crawl.

The employee must frequently lift and/or move up to 50 pounds, and occasionally lift weights up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the employee occasionally works near moving mechanical parts or in outside weather conditions. The employee is occasionally exposed to wet, cold and/or humid conditions, fumes, toxic or caustic chemicals.

The noise level in the work environment is usually quiet to moderately noisy in the building and moderately noisy when in the field.

Selection Guidelines

Formal application rating of experience and education, oral interview and reference check and job-related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

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Accepted by (Print)

Date

Accepted by (Sign)

